

**PALLI SIKSHA BHAVANA
VISVA-BHARATI
SRINIKETAN**

Memo No. PSB/11-P/2015-2016

Date: 31-10-2015

To
The Registrar
Visva-Bharati
Santiniketan

Sub: Hand over & Take over the charge of Adhyaksha, PSB.

With reference to office order Memo No. Est/E-I/AOP&VP/2015-16/ 15 dated 29-10-2015, I, the undersigned hereby hand over the charge of Adhyaksha, Palli Siksha Bhavana to Professor Sarthak Chowdhury, Professor, Department of EES, PSB, Sriniketan, at the **afternoon of October 31, 2015.**

Sd/-
(Partha Sarathi Munshi) 31-10-2015
Professor of Horticulture

I, Professor Sarthak Chowdhury, Department of EES, do hereby take over the charge of Adhyaksha, Palli Siksha Bhavana from Professor Partha Sarathi Munshi at the **afternoon of October 31, 2015.**

Sd/-
(Sarthak Chowdhury) 31-10-2015
Professor of EES

Memo No. Est/E-I/AOP&VP/2015-16/ 17

SANTINIKETAN

Date: 03-11-2015

Copy forwarded for information & necessary action to:-

- 1) Pro-Vice-Chancellor / All Provosts / Directors / Principals of Bhavana / Vibhagas
- 2) All Heads of Departments / Centres / Sections
- 3) Professor Sarthak Chowdhury, Department of EES, PSB
- 4) Professor Partha Sarathi Munshi, Ex. Professor, Department of CIHAB, PSB
- 5) Joint Registrar- Academic, Research & Examination (AR & E)
- 6) Proctor & Chairman, (HMC)
- 7) Dean / Deputy Dean of Students Welfare
- 8) Librarian, Central Library
- 9) Finance Officer
- 10) Deputy Registrar (Accounts)- { With a request to make payment of remuneration to Professor Sarthak Chowdhury during his tenure as Adhyaksha, PSB w.e.f. 01-11-2015 }
- 11) Chief Medical Officer, P.M. Hospital
- 12) Hindi Officer- [With a request to translate it into Hindi and arrange to upload in the University Website]
- 13) C.S to Upacharya
- 14) P.A. to Registrar
- 15) Section Officer, Meeting / RB-Section / Pension-Section
- 16) University Web-Master- Please upload it in the University Website
- 17) Personal file


**Joint Registrar (Establishment)
Visva-Bharati**